

**FISCAL YEAR 2024
REQUEST FOR PROPOSAL (RFP)
FOR**

**CAPITAL PROJECTS THAT: (A) SERVE PEOPLE WITH DISABILITIES;
OR (B) MEET GENERAL COMMUNITY DEVELOPMENT NEEDS**

RFP#: RFPCP2024

ISSUING OFFICE: BALTIMORE COUNTY DEPARTMENT OF HOUSING AND COMMUNITY
DEVELOPMENT
JEFFERSON BUILDING
105 WEST CHESAPEAKE AVENUE, SUITE 201
TOWSON, MARYLAND 21204
<https://www.baltimorecountymd.gov/departments/housing/grants/grant-application>

DATE OF ISSUE: DECEMBER 6, 2022

PRE-PROPOSAL PUBLIC HEARING: DECEMBER 15, 2022, 9:30 AM
Via Webex
Details on how to join the Webex event will be posted on the
Department of Housing and Community Development website
on or about December 12 at
<https://www.baltimorecountymd.gov/departments/housing/>

PRE-PROPOSAL RFP REVIEW: DECEMBER 15, 2022 9:30 AM – 12:00 PM
Via Webex, instructions at website noted above

Reasonable accommodations for individuals with disabilities will be provided upon request. Notice prior to the event is requested so that appropriate arrangements can be made.

PROPOSAL DUE DATE AND TIME: February 7, 2023, 2:00 P.M.

CONTACT FOR QUESTIONS REGARDING INSTRUCTIONS:

JAY DOYLE, Project Manager
PHONE: (410) 887-2483
FACSIMILE: (410) 887-5696
E-MAIL: jdoyle@baltimorecountymd.gov

UPON REQUEST, THIS DOCUMENT IS AVAILABLE IN ALTERNATIVE FORMAT FOR PERSONS WITH DISABILITIES.

I. BACKGROUND

The Baltimore County Department of Housing and Community Development (DHCD) implements programs and projects that strengthen existing communities, improve housing opportunities, revitalize older commercial centers, and preserve rural resources. DHCD formulates policies, plans and regulations to guide the County's growth and development for future generations. The Department works to preserve, stabilize and enhance the County's urban communities through cooperative public-private programs that target neighborhood concerns and offer community-based solutions to the challenges older, established communities face.

Baltimore County, through the Department of Housing and Community Development, receives Community Development Block Grant (CDBG), Home Partnerships Investment Act (HOME) and Emergency Solutions Grant (ESG) funding from the United States Department of Housing and Urban Development (HUD). This federal funding is based on a formula that considers census data on population, income, housing and other pertinent demographic and economic characteristics of local jurisdictions.

In accordance with federal requirements, Baltimore County developed a Consolidated Plan for County Fiscal Years 2021-2025. The Consolidated Plan is a multi-year strategic plans that propose how the County will use HUD funds to support the statutory purposes of the CDBG, HOME, and ESG programs to create decent housing, expand economic opportunity and ensure a suitable living environment for low-to moderate-income persons and communities. The Consolidated Plan also describes how the County will use and leverage other local, state and federal resources to support our housing and community development strategy.

The Priority Need Areas identified in the County's FY2021-25 Consolidated Plan, as supported by an expansive public consultation process, were:

- Affordable Housing
- Housing for Homeless/Those At-Risk of Homelessness
- Housing Opportunities for Non-Homeless Special Needs Population
- Community Infrastructure Improvements
- Community Sustainability

The Fiscal Year 2024 RFP marks the fourth year of the County's FY2021-2025 Consolidated Plan and continues the County's commitment to promote a suitable living environment, decent housing and economic opportunities for all its citizens. CDBG funds must be used to carry out one of the national objectives identified by HUD and show benefit to low- and moderate-income individuals, households and communities or aid in the prevention or elimination of slums or blight. See 24 CFR 570.208. The funds may also be used to meet other community development needs where existing conditions pose a serious and immediate threat to the health and welfare of a community and other financial resources are not available to meet those needs. All projects funded under the CDBG program must meet HUD's environmental review requirements.

In addition, as part of Baltimore County's Continuum of Care (CoC) funding from HUD, members of the Baltimore County CoC (which operates under the name "Homeless Roundtable") participate in the

determination of local ESG funding decisions and assist in the development of performance standards and the evaluation of ESG-funded outcomes. Although CoC funds are not part of this RFP, Baltimore County encourages all citizens interested in the work of the CoC to contact a staff person with the Baltimore County Department of Housing and Community Development for more information. Projects that support the work of the CoC, but are not funded by the CoC, may be considered as part of the companion Homeless Services RFP.

II. PURPOSE AND INTENT OF THE SOLICITATION

Baltimore County's Fiscal 2024 request for capital project proposals funded all or in part with CDBG dollars seeks projects that fall into one of two separate and distinct categories. The categories are:

(A) Projects That Primarily Serve People with Disabilities

(B) Projects That Meet General Community Development Needs of Low-Income Citizens

The County expects each grant application to choose one category or the other, not both. An organization may submit more than one grant application (i.e. – one for a project meeting the needs of people with disabilities and a second project meeting the needs of a broader low-income population). In some cases, the nature and benefits of a particular project contribute to goals associated with both project categories. For example, this may occur when a project is primarily for people with disabilities, but also inclusive of the non-disabled population. In such cases, the County asks the applicant to exercise judgment and choose one category. Potential applicants are free to contact County Department of Housing and Community Development staff as needed for clarification.

Description of Project Category (A): Projects That Serve People with Disabilities

Category (A) seeks applications for funding that will support capital improvement projects that improve or otherwise appropriately impact a facility, building or structure that serves individuals with disabilities. Capital projects are physical in nature, often described informally as "bricks and mortar" and most often involve these types of work activity: construction, rehabilitation, reconstruction, modification, addition, expansion, acquisition, etc. Baltimore County supports projects that remove architectural barriers that inhibit the mobility of people with disabilities or enhance their living environment. This RFP welcomes such projects along with a wider scope of capital improvement projects that clearly targets individuals with disabilities. Examples of projects could include, but are not limited to, projects like community employment/recreation centers, day program centers, and housing/alternative living opportunities for individuals with disabilities, including projects that involve modification/expansion/rehabilitation of an existing structure/facility. The County will only consider applications from non-profit organizations in this project category.

Description of Project Category (B): Projects That Meet General Community Development Needs of Low Income citizens

Category (B) is intended to be broad and allow potential applicants to consider a diverse range of capital improvement projects, as long as those projects meet a CDBG national objective and other eligibility criteria. Capital projects are physical in nature, often described informally as "bricks and mortar" and most often involve these types of work activity: construction, rehabilitation, reconstruction, modification, addition, expansion, acquisition, etc. The County will only consider applications from non-profit organizations in this project category.

CDBG funding can support a broad array of projects that improve public facilities, including those owned by non-profit organizations. Chapter 6 of the HUD manual, *Basically CDBG for Entitlements*, lists eligible public facility activities including, but not limited to: acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors; acquisition, construction, or rehabilitation of temporary shelters and transitional housing for the homeless, including battered spouses, disaster victims, runaway children, drug offenders, and parolees; acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19 (these include playground and recreational facilities that are part of a youth center); acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation); development of open space areas or facilities intended primarily for recreational use; improvements to sidewalks; acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under (examples are daycare centers and Head Start preschool centers).

III. RESOURCES AND REGULATORY COMPLIANCE

Resources available to help applicants learn about CDBG eligible projects include:

- Concise Guidance document prepared by Baltimore County for RFPCP2024
- [Basically CDBG for Entitlements](#) (Click link)
- [\(CFR\) 24, Part 570, Subpart C – Eligible Activities](#) (Click link)

In undertaking a capital project, the County encourages applicants to incorporate design features and improvements that promote energy efficiency and that enhance the aesthetic quality of the building/facility being improved.

CDBG funds may not be used to support routine repair and maintenance projects. Please see Community Development Block Grant Program, Code of Federal Regulations (CFR) 24, Part 570, Subpart C – Eligible Activities, for more detailed information.

All capital improvements projects supported in whole or in part with CDBG funds must comply with certain regulatory requirements. The projects must meet a HUD national objective. Entities whose proposed project would meet the national objective of benefiting low and moderate-income persons/limited clientele will be required to collect and maintain documentation to verify the eligibility of those who benefit from the project.

Projects funded in whole or in part by the CDBG program must also comply with the HUD environmental review process and other federal contractual requirements. [Davis-Bacon](#) - Wages paid to construction workers pursuant to awards resulting from this solicitation are subject to the Federal Labor Standards Provisions. Wages paid to construction workers pursuant to awards for some projects resulting from this solicitation may also be subject to the requirements of the Davis Bacon Act. CFR 29, Parts 1, 3, 5, 6 and 7 provide guidance and instruction regarding the administration and reporting of Davis-Bacon wage and reporting requirements. [Section 3](#) - Projects awarded \$200,000 or more in CDBG and/or other funds from HUD (if any portion of the funds are used to pay for construction contracts of over \$100,000) will be required to comply with Section 3 regulations at 24 CFR Part 135. These regulations require that a minimum of 30% of new positions generated by the construction work be filled by low- and moderate-income persons. [Lead-Based Paint](#) - Projects must comply with HUD regulations regarding lead-based paint. These requirements prohibit the use of lead-based paint and require elimination of immediate

lead-based paint hazards in residential structures (including emergency and transitional housing) and notification of the hazards of lead-based paint poisoning to purchasers and tenants of residential structures constructed prior to 1978. In preparing any proposal in response to this solicitation, it is the responsibility of the applicant to determine the applicability of these requirements and to craft a project budget that includes these costs.

CDBG funds may not be used for the acquisition, construction or rehabilitation of structures to the extent that those structures are used for inherently religious activities. CDBG funds may be used for the acquisition, construction or rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under 24 CFR, Part 570. Where a structure is used for both eligible and inherently religious activities, CDBG funds may not exceed the cost of those portions of the acquisition, construction or rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to CDBG funds in Part 570. Sanctuaries, chapels or other rooms that a CDBG-funded religious congregation uses as its place of worship, however, are ineligible for CDBG-funded improvements. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant is subject to regulations governing real property disposition (see 24 CFR, parts 84 and 85).

Larger Projects and Davis-Bacon Coverage

The Department advises applicants to carefully consider the scope of their project and the total dollar amount needed to implement it. Non-residential projects (including public facility projects) will most likely need to comply with Davis-Bacon Act prevailing wage requirements. Once it is determined that a construction/renovation/modification project seeking CDBG funds will be covered by the Davis-Bacon Act, then generally all project components cited in the application that involve on-site construction/labor activity will need to comply with the Davis Bacon Act.

As a general rule, if an applicant wishes to combine an award of CDBG funds with other funding sources, the Department suggests that the CDBG funds cover at least half of the total project cost. Paying at least 50% of the total project cost with CDBG dollars often eliminates cost concerns that can be associated with Davis-Bacon coverage.

Equipment

Significant pieces of equipment manufactured/fabricated off-site are generally not covered By the Davis-Bacon Act. These pieces can be covered by CDBG funding but will not trigger Davis-Bacon compliance.

Design and Engineering Costs

Design and Engineering costs are generally CDBG eligible. However, in most cases, the Department allocates CDBG funds to cover design, engineering and other pre-development costs only in combination with a CDBG allocation to the construction/renovation (“bricks and mortar”) phase of work.

IV. APPLICATION AND EVALUATION

Applications should clearly describe and demonstrate the following:

1. The need for a capital improvement project that will address a specific challenge or deficiency.
2. The applicant's experience in implementing capital projects.
3. How the project proposes to serve the needs of the targeted community/clientele. A scope of work for the project is to be included.
4. What awarded funds will pay for and how awarded funds will fit into the budget of the entire organization.

In evaluating applications the County will give preference to:

A. Projects that address at least one of the following priorities:

1. Capital projects serving low- and moderate-income persons and communities to remove architectural barriers and create or expand access for persons with disabilities.
2. Capital projects which create or expand vocational, day or residential options for persons with disabilities.
3. Capital projects which improve temporary shelter and transitional housing for the homeless and/or enhance or strengthen the functional capacity of a day program structure/facility that serves individuals with disabilities.
4. Capital projects which bring eligible non-profit facilities into compliance with the Americans with Disabilities Act and which continue to address the accessibility of public facilities.
5. Capital projects that provide, improve or rehabilitate public facilities that serve seniors, youth, or other low-income or special needs populations.
6. Capital projects that provide, improve or rehabilitate facilities that are designed primarily to serve low-income communities/neighborhoods to provide services, such as daycare centers, treatment facilities, neighborhood clinics for physical or mental health, or temporary housing or recreational facilities. Such projects are intended to enhance housing opportunities, recreational opportunities, day care opportunities, employment opportunities and/or provide other benefits meeting eligibility criteria of low-income communities.

B. Projects which reflect either the HUD income guidelines below or the Presumed Beneficiary categories below. HUD Income Guidelines - Applicants should consider the HUD income guidelines appearing in this application to determine income eligibility for those likely participants in the proposed project. Program participants must not have incomes above the limits below to be qualified as income eligible. **It should be noted, however, that the income guidelines are determined annually by HUD and may be adjusted during the grant term.**

HUD Income Guidelines

(HUD effective date April 18, 2022) For use in County FY2023 and until further notice									
BALTIMORE COUNTY MEDIAN AREA INCOME \$116,100	Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
	Extremely Low Income Limits (\$)	\$24,400	\$27,900	\$31,400	\$34,850	\$37,650	\$40,450	\$43,250	\$46,630
	Very Low (50%) Income Limits (\$)	\$40,650	\$46,450	\$52,250	\$58,050	\$62,700	\$67,350	\$72,000	\$76,650
	Low (80%) Income Limits (\$)	\$62,600	\$71,550	\$80,500	\$89,400	\$96,600	\$103,750	\$110,900	\$118,050

Presumed Beneficiary Categories - It should also be noted that abused children, battered spouses, severely disabled adults,* homeless persons, illiterate adults, persons with AIDS, migrant farm workers as well as the elderly are presumed beneficiaries, as it is assumed that, in general, this population is of low to moderate income.

(*Children with disabilities are not presumed beneficiaries but may qualify based upon the collective income of the child's household.)

V. FEDERAL REPORTS

Proposed projects must anticipate providing direct benefit to citizens of Baltimore County meeting one of the presumed benefit categories or the household income limits above. Programs and projects that are selected as a result of this RFP will be included in the County's Fiscal Year 2024 Action Plan that is submitted to HUD as part of the County's Consolidated Plan.

Projects funded through this RFP along with the companion RFP's issued for Public Services and the Homeless Services projects awarded in FY2024 will constitute the Annual Action Plan for housing and community development activities. The Annual Action Plan will also include previously awarded contracts for the Operation of County Shelters, Housing Services and Fair Housing Services. Together, these activities are designed to provide a measurement of how the County will implement its Consolidated Plan for years 2021-2025.

Successful grantees will be required to complete Annual Performance Reports to assist in the County's reporting to HUD on its yearly accomplishments. These accomplishments are reported to HUD in the Consolidated Annual Performance Evaluation Report (CAPER) in September each year.

VI. ELIGIBLE APPLICANTS

Applicant organizations must:

- A. Be public or incorporated non-profit organizations with 501(c) 3 status and submit documentation that they meet the specific requirements for eligibility to receive funding as defined in Federal regulations at 24 CFR, Part 570, as amended for CDBG Program; and
- B. Be registered and in good standing with the Maryland Department of Assessments and Taxation.

Faith-based organizations *are* eligible to receive funding, but *may not* require participation in religious activities as a condition for receiving services.

VII. GUIDANCE REGARDING APPLICATION

clerical and technical accuracy: The application should be easy to navigate. The application should present the correct type and form of information in the correct location. Fundamental information -- including project address, project description (synopsis and detailed), and background and capacity of the applicant -- should not be presented in an attachment. Attachments may be used to complement a narrative response. All attachments should be identified by page number.

thoroughness and detail: The application should offer a through and detailed narrative, with pertinent facts, to explain the need for the project and the manner in which the need will be met. If a facility in need of improvement is aging or obsolete, then the applicant should cite its age and its flaws/deficiencies involving factors such as: materials, surfaces, dimensions, need for change in footprint, geometry, functional capacity (mechanical, electrical, plumbing, structural integrity), slopes, elevations, grading, etc.

experience: The application should describe the experience and qualifications of the person(s) who will oversee and manage implementation of the capital project. Such experience would likely include experience in hiring vendors, understanding how the permit process fits into a project, developing and/or evaluating cost estimates, ensuring compliance with relevant regulations.

third-party content: Generally, the County welcomes the submittal of a contractor's proposal or other collateral exhibits that describe or illustrate the work to be done. However, a contractor's proposal is not an acceptable substitute for the narrative an applicant is expected to provide in response to questions concerning the project description and the project work plan.

photographs, maps, illustrative exhibits: Generally, the County welcomes the submittal of photographs, maps, schematic drawings, renderings, elevations or plans that bring detail and clarity to the project proposal. These illustrative materials are suitably presented as attachments.

VIII. TERM OF AGREEMENT

The term of any agreement that may result from this solicitation shall be for twelve (12) months, beginning July 1, 2023 and ending on June 30, 2024. Baltimore County reserves the right to extend the agreement for additional periods of up to 365 days under the same terms and conditions as stipulated in the original agreement.

IX. PRE-PROPOSAL PUBLIC HEARING

A pre-proposal public hearing will be held on Wednesday, December 15, 2022, 9:30 a.m. via Webex. Details on how to join the Webex event will be posted on the Department of Housing and Community Development website on or about December 13 at <https://www.baltimorecountymd.gov/departments/housing/index.html>

X. INSURANCE

Applicants selected for awards will be required to submit a certificate of insurance when they sign their grant agreement. The insurance certification should be submitted on an ACORD form provided by the insurance carrier indicating sufficient coverage for the period of the grant and must include Baltimore County, Maryland and its agents, employees, officers, directors, and appointed and elected officials as an additional insured. DHCD will not pay submitted fund requests until this requirement is met.

XI. OTHER CONDITIONS AND REQUIREMENTS

Baltimore County reserves the right to request information about the applicant and/or the applicant's proposed project in addition to that which is received and attached to any application that is received pursuant to this RFP.

Baltimore County maintains the right to reject or accept proposals, to fund or not fund, or reduce the amount of funding requested for an applicant's project.

All awards shall be subject to the availability of funds and the County's Grants Review Procedure which ultimately includes approval by the County Council. Because proposed awards are subject to the County's Grants Review Procedure, the selection of a project for inclusion in the County's Annual Action Plan shall not be construed as a binding commitment for funding.

In addition to those contingencies listed above, funding awards shall also be subject to:

- A. The written notification to the County of HUD's approval of the County's Annual Action Plan;
- B. The satisfaction of all requirements imposed on the applicant by HUD and the County; and
- C. The proper execution of a formal written agreement between the County and the applicant.

Any project that is selected and funded as a result of this RFP shall be governed by federal, state and local laws, rules, regulations and codes. The applicant will note particularly all applicable HUD rules and regulations, including those that govern the CDBG Program, found at 24 CFR, Parts 58, 84, 91, 92, 570, as amended and 29 CFR, Parts 1, 3, 5, 6 and 7, which collectively represent the primary authority governing these project awards as well as 2 CFR part 200 and 2400, as amended.

All projects funded under the CDBG program must meet HUD's environmental review requirements. Some projects may also be impacted by the Federal Davis-Bacon Act, Section 3, and Lead-Based Paint requirements. Award recipients will also be responsible for compliance with the Federal Labor Standards Provisions and Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards at 2 CFR part 200 (formerly known to include Circulars A-110, A-122 and A-133).

All regulations referred to in this RFP are available via the internet. Those who do not have internet access may contact DHCD at (410) 887-3317 to request assistance.

Please note as well that there are other laws, regulations and codes that are applicable to the grant awards made through this RFP. Applicants and ultimately grantees are subject to and must comply with all applicable federal, state and local laws.

Any organization that receives an award pursuant to this solicitation must agree to provide all required reports in a timely manner in the prescribed formats, to include, but not necessarily be limited to, statistical, activity and expenditure reports and Women's and Minority Business Contractor's reports, if applicable. Award recipients will also be subject to periodic monitoring by HUD and Baltimore County staff and shall also agree to acknowledge receipt of HUD resources in any publications related to the awarded project.

XII. MINORITY/WOMEN'S BUSINESS ENTERPRISES, "FIRST SOURCE" HIRING

It is the policy of Baltimore County, Maryland that minority and women-owned business enterprises shall have the maximum opportunity to participate in the performance of contracts funded in part or in whole with federal funds. Consequently, any organization that accepts an award pursuant to this RFP must ensure that minority and women-owned business enterprises shall have the maximum opportunity to participate in the performance of contracts and sub-contracts that would be financed in whole or in part with the federal funds awarded thereunder. Under any agreement executed between the organization and the County, the organization must confirm that it will take all necessary and reasonable steps to ensure that minority and women-owned business enterprises have the maximum opportunity to be aware of, compete for and to perform under contracts with the organization. The County has established a goal for minority business and women-owned business participation in programs supported with federal funds. A copy of the local MBE/WBE Resource Directory, is available at <https://www.baltimorecountymd.gov/agencies/budfin/purchasing/minoritybusiness>. Applicants may contact the Minority Business Enterprise Office at 410-887-3407 or mwbe@baltimorecountymd.gov.

If a capital project funded through this RFP compels the grant recipient or a contractor hired by the recipient to hire new employees, then the recipient and/or the contractor may need to comply with the so-called Section 3 regulations promulgated by HUD (24 CFR Part 135). Under these circumstances the recipient and/or the contractor will use Baltimore County's Department of Economic and Workforce Development as a "First Source" for training and recruitment of employees. "First Source" requires that the recipient/contractor notify the Baltimore County Department of Economic and Workforce Development of employment opportunities and ask the department to present qualified candidates to the recipient/contractor for consideration. The recipient/contractor will use reasonable efforts to consider qualified Baltimore County residents who are either unemployed or under-employed for all new hires.

XIII. ISSUING OFFICE CONTACT

The point of contact for questions or inquiries with regard to this Request for Proposals is the issuing office contact presented below:

Jay Doyle, Project Manager
Baltimore County Department of Housing and Community Development
105 West Chesapeake Avenue, Suite 201
Towson, Maryland 21204
PHONE: (410) 887-2483, FAX: (410) 887-5696

E-MAIL: jdoyle@baltimorecountymd.gov

Questions will be entertained until the close of business on January 27, 2023. It is generally preferred that questions be submitted in writing, either prior to or after the pre-proposal public hearing scheduled for December 15, 2022. Organizations may also request a meeting with DHCD staff prior to the submission of an application by calling or corresponding with the above-referenced contact at your earliest convenience and no later than January 20, 2022. Meetings will be convened between December 16, 2022 and January 26, 2023. No meetings should be expected after January 26, 2023. Any such meetings will be for informational purposes, DHCD will provide (a) an opinion as to whether or not a particular activity would be eligible for funding pursuant to the applicable regulations, (b) whether an activity is in line with the goals and priorities established by the County and/or (c) clarification of regulatory and technical requirements. DHCD cannot comment on the merit of any particular project, as the merit of all proposed projects will be evaluated by a review committee based upon applications submitted pursuant to this RFP.

XIV. APPLICATION FORMS AND PROCEDURES

1. Applications will be submitted in electronic form only in the manner detailed later in these instructions.
2. Each **full application** consists of the following, in order:
 - A. **Table of Contents** (*with page numbers filled in*)
 - B. **Appendix I: Application Questions** (*the complete set of required questions are provided in a separate document*)
 - i. DHCD Application Summary Sheet**
 - ii. Project Beneficiaries Report Form
 - iii. Project Synopsis
 - iv. Detailed Project Description
 - v. Work Plan
 - vi. Management and Monitoring
 - vii. Background, History and Ability of Organization
 - C. **Appendix II: Proposed Project Budget** (*instructions begin on page 18. Spreadsheet is a separate document*)
 - i. RFP Budget Request form, supported by
 1. Itemization of Other Costs
 2. RFP Salary Schedule
 3. Schedule of Equipment Costs
 4. Anticipated Sources of Funds
 5. Ability to Leverage Other Resources Worksheet
 - ii. Budget Justification Narrative (No form provided)
 - iii. Applicant Organization's Annual Budget for Current Fiscal Year
 - iv. Applicant Organization's Projected Budget for Next Fiscal Year
 - D. **Appendix III: Required Attachments in Support of Proposal** (*instructions provided in a separate document*)

- i. Baltimore County MD Application for Financial Assistance (AFA)**
 1. Applicant's Most Recent IRS 990 filing
 2. Organization's Most Recent Audit or Financial Review
 3. List of Prior Grant and Loans Awarded (unless listed directly on the AFA in the space provided in Question #7)
 4. Names and Addresses of Current Board of Directors
 - ii. Organizational Chart (for the entire organization, as well as the project to be funded, and must note the positions to be funded by the proposal)
 - iii. Resumes of ED/CEO, CFO, Key Program Staff
 - iv. 501(c)3 documentation
 - v. Articles of Incorporation
 - vi. Bylaws of the corporation with any amendments
 - vii. Resolution by Board (Approving Submission and authorizing individual to represent and to sign on behalf of the corporation for this application)
 - viii. Certification of Resolution by Board**
 - ix. Certification Regarding Lobbying**
 - x. Certification of Alcohol and Drug Free Workplace**
 - xi. Certification of Non-Discrimination**
 - xii. Certification of Affirmative Fair Housing Marketing**
 - xiii. Audit Certification of Compliance**
 - xiv. Declaration of Conflict of Interest**
 - xv. Grant Affidavit**
3. All items marked ** above must be signed by the appropriate individual in **blue in the electronic submission**
 - A. The grant application and all forms must be signed by the officer or director of the corporation authorized to sign such documents.
 - B. If the application and the other forms are signed by anyone other than the individual(s) so authorized, the organization must submit a resolution evidencing that the Board delegated authority to another individual to enter into a binding legal agreement on behalf of the organization.
4. If an applicant is proposing to provide more than one project, there must be a separate application packet for each project. Generally, a project should take place at one address only. A project taking place at more than one address should be discussed with staff prior to submittal of the application.
5. Unless otherwise specified, applications and attachments must be submitted on the forms provided and in the order noted on the Table of Contents included in the packet.
6. All pages of the application must be numbered and the page numbers must be filled in on the Table of Contents.
7. Please note also that if any of the forms are missing, incomplete or lack the appropriate signatures, the application may be returned or points may be deducted.
8. DHCD will do an initial review for completeness after the applications are submitted. DHCD reserves the right to reject any incomplete applications or DHCD may, at its discretion, contact organizations for missing materials.
9. Applications are due by 2 p.m. on February 7, 2023

10. Electronic Application Instructions:

One (1) complete application (Table of Contents, Appendix I: Application Questions, Appendix II: Proposed Budget and Appendix III: Required Attachments in Support of Proposal) must be submitted in PDF format. *(Do not include the instruction pages.)*

The filename for your electronic application must follow the naming convention below:

FY2024 CP Ap O1 [Name of Organization] [Project Title]

Example: FY2024 CP Ap O1 Happy Harvest Apple Pickers Project

Name of Organization and Project Title may be abbreviated.

The PDF file should be uploaded to the following secure site: <https://fileshare.baltimorecountymd.gov/EFTClient/Account/Login.htm>
You will be required to enter a Username and Password prior to upload.

If your organization is a previous subrecipient and currently has access to fileshare in the current fiscal year (CFY2022), the PDF is to be uploaded into your organizations reports folder used for current submission. You will not be issued a new username and password to submit this RFP.

If your organization is submitting for the first time, or did not receive funding through this Department in FY2023, you must request the Username and Password **by Monday, January 23, 2023** by emailing the Grants Management Associate, Jasmine Carpenter (jcarpenter1@baltimorecountymd.gov) with your contact name, valid email address and call back number. Instructions for setting up access for submission will be emailed back to you.

Your login credentials will allow you to upload your documents to the secure site, only visible to your organization. Only authorized County staff will be able to view, download and open the files. Applicants will not be able to delete a submission. If you made an error in your upload, contact the Grants Management Associate, Jasmine Carpenter, (jcarpenter1@baltimorecountymd.gov) immediately and let her know the file name of the upload you need removed.

Notification of Submission

Organizations must notify the Grants Administrator, Kira Jeannetta, when the submission has been uploaded. Send a notification of submission to kjeannetta@baltimorecountymd.gov

Subject Line:

FY24 [Organization Name], [Project Title, if more than one funded project] RFP Submission

Body of the Email:

- Include a statement indicating that your proposal(s) have been uploaded to <https://fileshare.baltimorecountymd.gov>.

- Provide a bulleted list of each of the files which have been uploaded. (Reference filenames, consistent with required naming conventions, above.)

Remember: Do not copy other DHCD staff on your email message. Do not send questions in the body of the notification email. “

Request for Exemption from Electronic Submission

A request for an exemption to the Electronic Application requirement and permission to submit the full application in hard copy must be submitted in writing to Jay Doyle, Project Manager, via email (jdoyle@baltimorecountymd.gov) no later than **4:00 p.m. on Thursday, January 19, 2023**, and must include the reason for requesting an exemption.

XV. EVALUATION OF PROPOSALS

A. Each proposal will be evaluated by a review panel.

B. The criteria that will be used to score the applicant’s submission shall be as follows:

Project Synopsis (10 %)
Detailed Project Description (35 %)
Work Plan (10%)
Management, Experience and Monitoring (15 %)
Background of Organization/Experience (15 %)
Budget (15%)

C. An application must receive an average score of at least 70 in order for the proposal to be recommended for inclusion in the Annual Action Plan and considered for award. Applicants may be required to clarify their proposals by making individual presentations to the evaluation committee. Evaluation of applications will be based on both the narrative section of the application and the budget, and not just cost. Decisions as to which proposals are to be included in the annual action plan and recommended for award will be at the discretion of the Director of DHCD with advice from a proposal review committee.

XVI. CALENDAR

December 1, 2022	Notice of Public Hearing regarding funding availability issued.
December 6, 2022	RFP available on website on or around December 6, 2022.
December 15, 2022	Public Hearing, 9:30 a.m. RFP Pre-Proposal Review Meeting immediately following public hearing. Via Webex (see instruction page Page 1)
December 16, 2022 - January 27, 2023*	Questions, preferably written, entertained. Optional individual meetings convened. <i>*Last day to request a meeting: January 20, 2022. Last meeting date is January 26</i>

February 7, 2023	Applications/proposals due at 2:00 p.m.
February 7, 2023 – March 2023	Proposals evaluated by staff and by review committees.
March 2023	Recommendations made to Department of Housing and Community Development Recommendations to County Grants Review Committee.
March 2023 – May 2023	Grants Review Committee review period
April – May, 2023	Annual Action Plan posted followed by 30-day comment period. Public hearing held during the 30-day comment period.
May, 2023	Annual Action Plan submitted to HUD for approval.
June – August, 2023	Grant agreements processed and executed.
July 1, 2023	New program year begins.

Concise Guidance for Project Category (B)

Prepared by Baltimore County for RFPCP 2024

The list of project activities provided below has been extracted from *Basically CDBG for Entitlements*, published in 2017 by the U.S. Department of Housing and Urban Development (HUD). The list does not include all activities eligible for Community Development Block Grant funding; nor does it include all language associated with each cited activity. This list is intended to provide concise guidance to applicants considering Project Category (B): Projects That Meet General Community Development Needs, as presented in RFPC2024, issued by Baltimore County in December of 2022. In general, public facilities and public improvements are interpreted to include all facilities and improvements that are publicly owned, or that are owned by a non-profit and open to the general public. Applicants are strongly encouraged to view the full version of the *Basically CDBG for Entitlements* document, those portions deemed most relevant to them, to better understand HUD/CDBG practices and requirements.

Examples of Eligible Activities:

Acquisition

Acquisition refers to the purchase of real property that will be developed for a public purpose such as a public facility.

Acquisition/Construction/or Rehabilitation of:

- Facilities for Seniors (except permanent housing)
- Center, Group Homes, and other Facilities for the disabled (except permanent housing)
- Temporary Shelters and Transitional Housing for the Homeless (including disaster victims, drug offenders, runaway youth, parolees and individuals experiencing intimate partner violence)
- Facilities intended primarily for youth aged 13-19 (playgrounds and recreational facilities part of a youth center)
- Facilities principally designed to serve a neighborhood and used for social services or multiple-purpose center.
- Parking lots and parking garages
- Facilities intended for children 12 and under (daycare, HeadStart, preschool centers)
- Physical or mental health facilities such as neighborhood clinics

- Facilities for abused and neglected children such as daycare centers, treatment facilities or temporary housing
- Facilities for treatment/temporary housing for people with HIV+ or who have AIDS

Historic Preservation

The preservation and restoration of publicly and privately owned properties of historical significance are generally eligible under CDBG.

RFP BUDGET GUIDANCE: The following pages contain images of the Excel workbook pages that will be used to complete your RFP Budget Request. These images are only for your reference and are not actionable inside this RFP word document.

You must download the Excel workbook in order to populate the budget cells with information and to utilize the pre-established formulas and formatting. The Excel workbook for your use can be found at:

<https://www.baltimorecountymd.gov/departments/housing/grants/index.html>

You must use the forms provided in the Excel workbook, unless noted otherwise. Please use the following instructions to complete the RFP Budget Request in the downloaded Excel workbook, then, **insert hard copies of your completed workbook and supplemental pages** in your application packet.

INSTRUCTIONS FOR COMPLETING RFP BUDGET REQUEST

Throughout the Excel workbook, attention should be given to all light blue cells as they are the locations where you should be inputting information on your project and organization. Many cells are formulas that calculate based off of your inputted information.

I. Budget Summary Page (Titled: “RFP Budget Request”)

- A. Provide all requested organization information on top of the page.
- B. In the column labeled “Community Development Funds”, provide the amount being requested for this project from DHCD for each applicable line item. Total the column. The amount that appears on the “Total” line for that column must agree with the amount of funding requested on the DHCD Application for Funding for this project.
- C. In the column labeled “Other Funds”, please provide the amount of funding that other fund sources will provide to support this project for the budget year, by line item. Total this column.
- D. In the column labeled “In-Kind”, provide the amount of in-kind support that will be received for this project, by line item. In-kind contributions may come from the applicant organization or from other sources. In-kind contributions are contributions that are not received in cash. To be acknowledged as in-kind contributions, they must have cash value and they must be auditable. For example, if space is provided to the applicant organization for providing a program at a school building and there normally would be a charge for the use of that space, the amount of the in-kind contributions would be the amount that would normally be charged. If space is being provided that is owned by the applicant organizations, the in-kind contribution would be the fair market value for rent of the space.
- E. Total each row and column. The spreadsheets in this document are images, the budget should be calculated in the attached Budget Excel spreadsheet to avoid mathematical errors. Column and row totals must be mathematically accurate. Please use (rounded) whole dollar amounts only.

II. Itemization of “Other” Costs

A. On this schedule, itemize what was aggregated in the “Other” line on the Budget Summary page. In the appropriate column, identify how much of each item expense is requested from DHCD, how much is coming from “Other Funds” sources, how much is being contributed “In-kind” and the total for each itemized line.

B. The total for each column should match the corresponding column on the Budget Summary page.

III. Specialized Equipment/Furnishing

The budget allows inclusion of certain equipment items or specialized furnishings that are a necessary and permanent component of the capital improvement project. This budget category does not accept routine office equipment. This budget category does not accept equipment contractors need to perform work.

IV Anticipated Sources of Funds

A. This page indicates the amount the organization expects to receive from DHCD, Other fund sources and In-Kind contributions for the specific project and budget year. This page is for the sources of all funding related to the project, not a repeat of the expected use of funds.

B. Section A, indicate the amount requested from DHCD for this project. This line must agree with the Total line of the “DHCD Request” column on the Budget Summary page.

C. Section B, indicate the sources and amounts expected to be utilized for all “Other funds” for this project. This is not a repeat of the Line Items that are being funded by “Other funds” on the Budget Summary page. The total of all “Other funds” sources must match the Total under the “Other Funds” column on the Budget Summary Page.

D. Section C, Itemize and describe all expected In-Kind contributions for this project for the requested fiscal year. Once again, this is not a repeat of the Line Items that are receiving In-Kind contributions, but an itemized list of the sources of those contributions. The total of all “In-Kind Contributions” must match the Total under the “In-kind” column on the Budget Summary Page.

E. Finally, the Total of Section A + B + C on the final line of this page must match the Total Program Budget Column on the Budget Summary Page.

IV. Ability to Leverage Other Resources Worksheet

Indicate items and sources that constitute additional funds for the organization in the corresponding columns. Assign a value along with in-kind or cash in the appropriate columns. Use additional lines and pages if necessary. This page should be a more detailed version of the Anticipated Sources of Funds Page and should serve as a standalone document on the sources and uses of all leveraged funds on the project. (Examples of leverages funds include grants from other fund sources, volunteer labor, donations of needed goods, office supplies, canned goods, curtains, beds, books, etc.) Calculate the total value for items reported. This amount must agree with the total of Section B (All other Sources) and Section C (In-Kind Contributions) of the Anticipated Sources of Funds Page.

V. Budget Justification

Every budget request must include a budget justification for items to be paid for using awarded funds. Your Budget justification shall include the sources and the amount of leverage that is anticipated in this project.

In addition to the information that is provided on the previous Budget schedules, attach a budget justification providing a justification for each line item requested on the budget. Please note that the Budget Justification does not have a corresponding worksheet. Your organization must create the Budget Justification based on the components of the work to be performed and according to the following instructions.

- A. Salaries – For salary costs associated with the applicant organization's staff dedicated to the project include a detailed description of each for each position.
- B. Fringe – Indicate what percentage or calculation was used for expected fringe costs, what fringe benefits employees on project are entitled to and what positions receive fringe benefits.
- C. Contractual Services -- To the extent possible identify the general contractor, sub-contractor(s), consultant, design firm, engineering firm, planning firm or any other entity that would be retained to perform work at the site or work associated with the pre-construction phase. Provide a purpose and justification for each service. Discuss the rationale/process undertaken to select particular contractors/vendors (if such selections have been made), including a discussion of whether competitive bids/quotes were sought.
- D. If the Budget anticipates sources of funding other than the funding that is requested from DHCD, for each other fund source please indicated if the funding is committed or pending approval.

VI. Organizations Current and Projected Annual Budget

A. In a format designed by the applicant, attach a copy of the organization's **current full agency-wide budget** showing all revenues and line item expenses for the organization. This current full agency-wide budget should cover all programs operated by the organization, not just the project budget being requested in this proposal.

B. In a format designed by the applicant, attach a copy of the organization's **projected full agency-wide budget** showing all revenues and line item expenses for the organization. This projected full agency-wide budget should cover all programs operated by the organization, not just the project budget being requested in this proposal. The projected budget may include revenue that the organization anticipates requesting and receiving in the next year. If your projected full agency-wide budget has not yet been accepted/approved, you must still attach a draft version (and mark it as a "draft").

BALTIMORE COUNTY DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)				
RFP BUDGET REQUEST				
Project Title:		Fiscal Year:		
Organization:		Federal Employer ID:		
Street Address:		Director's Name:		
City, State, Zip:		Organization Fax #:		
Contact Person:		Phone #:		
Email:		Date of Preparation:		

Budget Category	Community Development Funds	Non-DHCD Funds		Total Program Budget
	DHCD Request	Other Funds	In-Kind	
Personnel Cost -- staff time of applicant organization				
salary				\$ -
Fringe				\$ -
Project Cost(s) Pre-Construction Phase				
Consultant				\$ -
Planning/Feasibility Study				
Design Services				\$ -
Engineering Services				\$ -
Land Acquisition				\$ -
				\$ -
Specialized Equipment/Furnishing (not routine office equipment)				
				\$ -
Project Cost(s) Construction/Rehabilitation/Modification, etc.				
Applicants may edit/modify the text in the column below per their plan for the project, bids or quotes they have received, their expectations regarding project implementation.				
Cost of General Contractor's (GC) Work:				\$ -
GC labor				\$ -
GC materials				\$ -
GC equipment				\$ -
GC general conditions/overhead				\$ -
Cost of Sub-Contractor's (SC) Work: To the extent possible, identify sub-contractors expected to support the job by trade/specialty in the column below. If available, provide a cost estimate for the work each sub-contractor is expected to perform				
SC#1:				
SC#2:				\$ -
SC#3				
Other (Itemize on attached page)				\$ -
Total	\$ -	\$ -	\$ -	\$ -

Itemization of "Other" Costs				
Project Title:	0			
Organization:	0			
Please Itemize Below Costs that appear on "Other" Budget Line				
"Other" Line Item	DHCD Request	Other Funds	In-Kind	Total
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total	\$ -	\$ -	\$ -	\$ -

Schedule of Equipment Costs	
Project Title:	0
Organization:	0
Please Itemize Below Equipment Charges that Appear on Budget	
Total of miscellaneous equipment costing under \$500 each piece	
List below each piece of equipment costing over \$500 and it's price	
Total	\$ -

Anticipated Sources of Funds	
Section A - Department of Housing and Community Development (DHCD)	Amount
Amount Requested from DHCD	
Section B - Other Sources	Amount
Other Federal Funds (Specify Source Below)	
Other State Funds (Specify Source Below)	
Other County Funds (Specify Source Below)	
Foundation Funds (Specify Source Below)	
Fundraising (Estimate)	
Client Fees (Estimate)	
Other Sources (Specify Source)	
Total Section B - Other Sources	\$ -
Section C - Source of In-Kind Contributions	Amount
Total C - Source of In-Kind Contributions	\$ -
Total Section A+B+C = Total Program Budget	\$ -

Please insert the six (6) printed Excel worksheets, in the required order, immediately following the Appendix II cover sheet.

Then, remember to attach your:

- **Budget Justification**
- **Annual Agency-wide Budget for Current Fiscal Year**
- **Annual Agency-wide Projected Budget for next Fiscal Year**

Note: The worksheet tab labeled AFA (Application for Financial Assistance) in the Project Budget spreadsheet will be inserted as your first item in Appendix III.